



পূবালী ব্যাংক পিএলসি
PUBALI BANK PLC.

CARD OPERATION DIVISION

A-A Bhaban (2nd Floor)
23, Motijheel C/A, Dhaka-1000
Telephone: +8802-9512035, 9512051, 9512061
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PBPLC/HO/C.O.D./TENDER/3706(A-B)/2023

20 December 2023

**NOTICE INVITING QUOTATION FOR DECORATION AND BRANDING WORK AT
ATM/CRM BOOTH OF OUR BANK.**

Sealed quotations are hereby invited from the eligible tenderers for decoration and branding work at ATM/CRM booth of our Bank as per our specifications, terms and conditions:

Necessary Item descriptions and specifications enclosed herewith for a standard ATM/CRM Booth size (L=12 feet x W=8 feet X H= 9 feet).

Terms and conditions:-

1. The offer must be submitted through " Schedule " enclosed herewith.
2. **Bidder must have minimum 3 (three) years experience in the relevant work.**
3. The decoration and branding work of our ATM/CRM Booth across the country to be completed on case to case basis as per design approved by our Bank. It is mentionable here that, the Booth size may vary on case to case basis and accordingly the item cost will be depend on the size and position of the booth.
4. Payment of the bill will be made from the concerned branch/card operation division after completion of the works depending on the actual measurement by our engineer with recommendation of the concerned branch and also fulfill all other terms & conditions of the Supply Order.
5. **VAT, Tax and Govt. Levy:** The quoted price must include VAT at applicable rate according to respective definition of service and include tax as well. In case of any changes by government, VAT & TAX will be **deducted** from the bill as per government rule at the time of payment. It is to be noted that, during submission of invoice, it must accommodate Mushok 6.3 Challan applying VAT according to the service and respective law."
6. An **earnest money of 10% of the bid value** to be submitted along with the financial offer.
7. In case of successful bidder, the earnest money shall be retained as security money/performance security for 01 year.
8. The supplier has to provide minimum 6 (six) months free maintenance/replace/repair service after handing over the work of each ATM Booth of the bank. In case of electrical/electronic related equipment, minimum 01 year warranty will be provided.
9. 10% of contractor bill shall be retained as security money for a period of 6 months after handing over of the work of each ATM Booth.
10. The authority reserves the right either to accept or to reject all or any offer without assigning any reason.
11. Bank is not bound to accept the lowest Quotation. To be successful in the bid, quality of the offered items, financial capability and reputation etc. of the tenderer as assessed by the Bank are the prime factors for consideration.

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12. Photocopy of Trade License, TIN Certificate (e-TIN), VAT registration Certificate (e-BIN), Financial Solvency Certificate, Major client List, **Work experience at ATM Booth** and Company profile to be submitted with the Quotation.

Offer / Bid to be dropped in the Tender Box kept in **Establishment and General Services Division, Pubali Bank PLC., Head Office**, 12th Floor, 26 Dilkusha C/A, Dhaka by **11.00 a.m.** up to **03-01-2024** which will be **opened** on the same day at **11.30 a.m.** in presence of the bidders present (if any).

Sd/-
(Khaled Al Masud)
Senior Principal Officer

Sd/-
(Ashim Kumar Roy)
GM & Division Head

CC TO : The Member Secretary, Purchase Committee, Pubali Bank PLC., Head Office, Dhaka for information and necessary action.
✓ The Division Head, Pubali Bank PLC., ICT Operation Division, Head Office, Dhaka for information with request to publish the same in the Bank's website.


Senior Principal Officer


GM & Division Head



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Schedule for Decoration & Branding works of new ATM Booth at different location
(rates are inclusive all VAT, IT, material cost, carrying expenses etc.)

Summary

1 Civil Work	= Tk.	-
2 Electrical Work	= Tk.	-
Total	= Tk.	-

Taka in word:

Signature & Seal of Contractor






Schedule of following Decoration & Branding (Civil) work of new ATM Booth at different location (Rates are inclusive all VAT, IT, material cost, carrying expenses etc).

SI No	Description of Items	Quantity	Unit	Rate(Tk)/Unit	Amount(Tk)
1	Homogenous Floor/Stair Tiles: Supplying, fitting and fixing of 16"x16" homogenous floor/stair tiles(RAK/Fu-wang/ or similar as per approved sample by Architect/RM/BM) at floor by 25 mm thick cement mortar (1:3) ratio after removing the existing plaster and racking out the joint with tiles/granite grout including colored pigment, cutting and laying tiles in proper way and finishing with care etc. all complete as per drawing/design and also direction of Architect/BM/RM. (Only covered area will be considered for measurement.)	144.00	sft		
2	Aluminium Composite Panel: Supplying, fitting & fixing of aluminium composite panel with 1" x 1" MS box including proper finishing (as per approved sample, colour: green & silver/as per bank's requirement) at walls & canopy as per drawing, design in/c all accessories etc. all complete as per drawing/design and also direction of Architect/BM/RM. (Only covered area will be considered for measurement.)	256.00	sft		
3	Aluminium Profile Box Signage: Supply and installation of panaflex (reverse print & aluminium profile box signage, size: 10' x 4' as per our bank's standard according to drawing/design. Sign board's base to be made by aluminium profile and the signboard will be fitted/hanged strongly by 1" x 1" iron angle frame, rowel bolts etc. with outside wall/ceiling/ACP as convenient position. The width of all letters should be done proportionately as per bank's standard (provide one row light per ft). Specification: profile box: aluminium, print (supplied/approved design by the Bank's Brand Team): reverse, print ink jar: LG Korean panaflex sheet: panaflex sheet must be 666GSM with impact resistant panaflex sheet with UV protection on both sides. Internal wiring cable: individual light wiring to be done by 1 x 3/0.29 IYAL single core approved cable phase+neutral wiring for each row to be done by 1 x 7/0.29 IYAL approved cable, the body of signboard to be properly earthed by 1 x 7/0.029 green colour IYAL approved cable. LED tube light where applicable, required number of 18 watt LED tube light with renowned brand (Transtec/Superstar/Energypac or equivalent) will be placed instead of the above mentioned tube light (sample of light to be approved by the Bank).	40.00	Sft		
4	Aluminium framed Sliding Glass Door: Supplying, fitting & fixing of aluminium framed sliding glass (thickness 5 mm) door with best quality door lock in/c. all necessary accessories etc. which will be used for partion at inside of booth (if required considering inside situation).All complete as per drawing/design and also direction of Architect/BM/RM.	42.00	Sft		
5	Aluminium Louver: Supply, fitting and fixing of Aluminium Louver (Box size: 1"x4", 1mm thickness @ 1.5" c/c. Aluminium Composite Panel Louver will be setup by installing MS frame at its back as per drawing/instruction by Bank which will be used for air passing at inside of booth relating to glass partion (if required considering inside situation)	8.00	Sft		
6	Colour Inject Sticker with Different Pictures/ Photos: Supplying, cutting & pasting of best quality colour inject sticker with different pictures/photos (supplied/approved design by the Bank's Brand Team) on fixed glass and aluminium composite panel of canopy etc. all complete as per drawing/design and also direction of Architect/BM/RM. (Only covered area will be considered for measurement.)	50.00	sft		
7	One Way Vision Sticker With Different Pictures/ Photos: Supplying, cutting & pasting of best quality colour inject sticker with different pictures/photos (supplied/approved design by the Bank's Brand Team) on fixed glass and door. all complete as per drawing/design and also direction of Architect/BM/RM. (Only covered area will be considered for measurement.)	50.00	sft		

(Handwritten Signature)



(Seal and Signature of contractor)



8	Frosted Paper : Supplying, cutting & pasting of best quality frosted paper (approved) on all glass partition including all accessories etc. all complete as per drawing/design and also direction of Architect/BM/RM. (Only covered area will be considered for measurement.)	50.00	sft		
9	Tempered Glass Swing Door : Supply and installation of 10 mm thick tempered glass swing door at main entry (fixed size : 3'-0" x 7'-0") using all necessary accessories etc. all complete as per drawing/design and also direction of Architect/BM/RM.	21.00	sft		
10	Non Tempered Glass Partition: Supplying, fitting & fixing of 10 mm thick non tempered glass partition upto 7'-0" height using aluminum protector bit/ U-channel & other all necessary accessories etc. all complete as per drawing/design and also direction of Architect/BM/RM.	35.00	sft		
11	Display Board: 8mm non tempered glass with border edging, 4 pieces stainless steel knob, 4 pieces screw and clear media print with vinyl laminated sticker fitted on inner wall of ATM booth. Size – 2' X 3'	24.00	sft		
12	Metal False Ceiling : Supplying, fitting & fixing of metal board (as per approved sample) with a milk white PVC membrane with powder coated T bar frame, 2'- 0" x 2'- 0" sized metal board(approved color) in grid suspended from ceiling by 16 swg double ply GI wire fixed in the ceiling by rowel plug, screens, hooks, nails etc. maintaining straight lines and desired finished level including making holes in slabs or beams by electric drill and mending good the damages if any execution of work including cost of all materials accessories scaffolding labour for installations screws, nails in/cl provision for fitting led pannel light sets properly in false ceiling etc. all complete as per drawing/design and also direction of Architect/BM/RM. (Light Shed area and column area will be deducted in the measurement)	96.00	sft		
13	Road Side Signage : Supply and installation of round shape both side signage, 18" dia. Sign Board's base to be made by 2mm opel color acrylic sheet and 0.6mm SS sheet and the signboard will be hanged strongly by 3/4" SS pipe, ss rowel bolts etc. with outside wall/ceiling/ACP/ as convenient position. Print (supplied/approved design by the Bank's Brand Team): clear sticker. light: required LED strip light with controller with renowned brand as approved by the Bank.	1.00	pcs.		
14	Melamine Board Cabinet: Supplying, fitting & fixing of cabinet to be made by 3/4" thick melamine Board cabinet (Size: 2'-6" x 2'-6" x 3'-2.5" or required size) with necessary locking system in/c best quality paint/polishing, Arm strong lock, metal handle nob for each single cabinet etc. Here, few holes to be made at the backside of cabinet for inserting power/misc. cables. All complete as per drawing/ design and also direction of Architect/BM/RM. (Only front elevation will be considered in measurement)	8.12	sft		
15	Plastic Emulsion Paint: Supplying & applying of Plastic emulsion Paint of approved (Berger) Colour (As per approved sample) delivered from authorized local agent of the manufacturer in a sealed container to wall/ceiling two coats over a coats of Damp proof course & Ready-mix putty (Brand-Berger) elapsing specified time for drying/re-coating including cleaning drying, making free from dirt, grease, wax, removing all chalked & sealed materials, fungus, mending good the surface defects, sand papering the surface and necessary scaffolding, spreading by brush/roller etc. all complete as per drawing/design and also direction of Architect/BM/RM.	320.00	Sft		
16	Synthetic Enamel Paint : Supplying & applying of Synthetic Enamel Paint of approved (Berger) Colour (As per approved sample) delivered from authorized local agent of the manufacturer in a sealed container to both side of Shutter/Collapsible Gate two coats over a coats of anti rust red oxide elapsing specified time for drying/re-coating including cleaning drying, making free from dirt, grease, wax, removing all chalked & sealed materials, fungus, mending good the surface defects, sand papering the surface and necessary scaffolding, spreading by brush etc. all complete as per drawing/design and also direction of Architect/BM/RM	200.00	Sft		

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17	Weather Coat: Supplying of weather coat, Brand: Burger, Colour (As per approved sample) & applying to outside wall, two coats over a coat of brand specified putty (Brand: Burger) including cleaning and sand papering the surfaces and necessary scaffolding etc. all complete as per drawing/design and also direction of Architect/BM/RM.	300.00	Sft		
18	PVC Board Along With Printed Sticker: Supplying, fitting & fixing of PVC Board (Thickness: 4.75 mm, Brand: Partex/RFL or similar) on the interior wall by SS screws, royel plug & then supplying, cutting & pesting of printed sticker (As per approved sample and supplied/approved design by the Bank's Brand Team) on the PVC Board including cleaning and sand papering the surfaces and necessary scaffolding etc. all complete as per drawing/design and also direction of Architect/BM/RM.	250.00	Sft		
19	Dismantling Works: Dismantling of the floor tiles/brick wall which will not use and removing the debris to the safe distance etc. all complete as per drawing/design and also direction of Architect/BM/RM.	144.00	Sft		
20	Roller Shutter: Supplying, fitting & fixing of Roller shutter (Size: 9'-8" x 8'-6"): to be made by 18 gague M.S Sheet (As per approved sample) along with frame, fittings & enamel paint of two coated over a coat of primer. Both the side guides (thickness 6 mm). The top cover of shaft, spring etc. should be of the same materials as that of lath. Hood, brackets etc. are required to cover the shaft etc. Shutter channel will be concealed in wall & floor etc. all complete as per drawing/design and also direction of Architect/BM/RM.	82.50	sft		
21	Melamine Board : Supplying & fitting of Melamine Board to be made by 3/4" thick (Size: 4' x 8') with necessary /required accessories, which will be used for wall cladding or partion (if required considering inside situation). All complete as per drawing/ design and also direction of Architect/BM/RM/Engr.	48.00	sft		

[N.B: The bill will be paid after taking practical measurement]

Kalam



(Seal and Signature of contractor)



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Item No	Description of Item	Quantity	Unit	Rate in Tk	Amount in Tk
01	Cable: 1C-2 x 1.5 sq.mm PVC insulated cable (BYA, rm) cable (for LED/ Profile box light connection) manufactured by BRB/ Paradise /Poly/ Supersign/Bizli or equivalent approved by the Engineer-in-Charge.	420	Rft		
02	LED Panel Light: Providing & fixing of concealed type 12 Watt LED down Light manufactured by Energypac/ Super Star / Transtec or equivalent - fitting of following model, consisting of min. 150 mm dia (Round shape) & 25.4mm height body & arms with Powder coated Paint, SMD type Chips, 6000K color temperature, Electronic LED driver, connector, necessary wiring with 2 x 0.4 Sq. mm. Stranded PVC insulated flexible FR Cable etc. all Complete (Including LED Lamp) as per sample approved by the Engineer / Architect. Similar to Gloria lighting model : GDLR 101 or equivalent approved by the Engineer / Architect.	14	Set		
				Total Tk.	

[N.B: The bill will be paid after taking practical measurement]

